

**TOWN OF MANSFIELD
TOWN COUNCIL
Ad hoc Committee on Ordinance Development and Review
Thursday, September 2, 2010
Audrey P. Beck Municipal Building
Conference Room B
7:30 am**

MINUTES

1. Call to Order/Roll Call

Ms. Keane called the meeting to order at 7:35 AM

Members present: D. Keane, M. Lindsey, P. Kochenburger

Guest(s): J. Jackman, C. Trahan

2. Minutes:

M. Lindsey moved and D. Keane seconded that the minutes of July 29th be approved as drafted. The motion carried unanimously

3. Draft Ordinance: Proposed Amendments to the Fee Schedule for Fire Prevention Services

Committee members and staff reviewed proposed revisions to the previously distributed draft ordinance. Particular attention was given to: fees as they would impact small businesses and not for profit organizations. In addition, the impact of fees charged by other departments as well as the proposed fees for Fire Prevention Services was discussed.

Deputy Chief/Fire Marshal Jackman was asked to prepare a chart summarizing fees by Use Group and to provide summary information on fees charged by Housing and Heath Departments.

Committee members discussed possible means to define small business and or small not for profits.

Director of Finance Cherie Trahan was asked to review the workload of billing for Fire Prevention fees.

After discussing potential next steps, Committee members agreed that they needed an additional meeting to discuss the potential impact of the ordinance.

4. Future Meetings

Committee members would schedule the next meeting of the Ad hoc Committee on Ordinance Development and Review for September 16, 2010.

5. Adjournment

The members adjourned the meeting at 8:36 AM.

Respectfully submitted,

John Jackman
Deputy Chief/Fire Marshal